



The Superior Court of California  
County Of San Diego

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JOB ANNOUNCEMENT  
**STUDENT WORKER**  
EXAMINATION NO. 07-001

**SALARY RANGE:** \$8.47 to \$17.91 hourly (dependent upon credit hours completed)

**COURTHOUSE LOCATIONS:**

- Downtown (San Diego)
- North County (Vista)
- East County (El Cajon)
- Kearny Mesa
- South County (Chula Vista)

**FILING DEADLINE:** Applications will be accepted on a continuing basis. However, you are encouraged to apply early to receive consideration for immediate vacancies.

**JOB SUMMARY:** There are several available types of Student Worker positions:

1. Office/Clerical Support. These positions provide general clerical support to various court offices. Typical duties include pulling, delivering and filing cases; answering phones; making copies; stocking supplies; and opening mail.
2. Stores/Supplies. These positions provide support to the Stores/Supply section. Duties include delivering mail, office supplies and furniture using hand trucks or dollies; assembling office equipment and furniture using small hand tools; and acting as a courier delivering mail and supplies. A valid California Class C driver's license is required.
3. Pretrial Services. These positions provide support to the Pretrial section of the Court. Duties include but are not limited to researching the criminal history of alleged felons booked at the jail via computer inquiry and generating reports which are forwarded to arraignment court.
4. Children's Waiting Rooms. These positions assist with the care and supervision of children whose parents have business with the court.

**REQUIREMENTS:** This opportunity is limited to full-time college students enrolled in nine or more units during the current semester. Student Workers may work up to 20 hours per week during the school year and full-time during school holidays and vacation periods. These positions may be used for college credit dependent upon academic requirements.

**HOW TO APPLY:** For information and applications, interested students should contact the San Diego Superior Court Personnel Office by telephone at (619) 531-3390 or in-person at 330 W. Broadway, Room 251, San Diego. Submit completed application material to: San Diego Superior Court, Attention: Personnel, POST OFFICE BOX 122724, SAN DIEGO, CA 92112-2724.

CLASS NO. 0946  
Examination No. 07-001

**ASSIGNED ANALYST:** Katy Moss  
**DATE:** June 30, 2006